

Online Scheduling Portal

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LAST UPDATE

7/9/2010

NDE LIVE MEETING

Overview

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- Introduction-Brief description of the NDE LiveMeeting Online Scheduling Portal
- Lesson 1- Schedule a LiveMeeting
- Lesson 2- Start a LiveMeeting
- Lesson 3- Join a LiveMeeting

Introduction

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The NDE LiveMeeting Online Scheduling Portal is a scheduling tool that provides authorized users with the ability to schedule online conferences/meetings in the event authorized users are unable to connect to the NDE Web Access Server using MS Outlook.

LiveMeeting Client is required for all attendees in order to participate in a conference/meeting that has been scheduled with the NDE LiveMeeting Online Scheduling Portal. Please see LiveMeeting installation training module.

Meeting notifications must be generated and sent manually.

Apple/Mac users and users who do not use Internet Explorer must utilize NDE LiveMeeting Web Access Portal to schedule meetings. This information will be provided in a separate document.

Terms

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Presenter- is the person presenting the material in the meeting. One or more people can share the role of the Presenter.

Attendee- is the person who attends the meeting.

Scheduling a LiveMeeting

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- Requires the Conference Organizer to have an NDE Communication Web Access account.
- Requires the Conference Organizer to have an NDE Bighorn Portal account.
- Allows the Conference Organizer to schedule an NDE LiveMeeting Conference with a web browser.
- Provides a reduced set of NDE LiveMeeting Conference scheduling features and functions.
- E-Mail Invitations must be constructed and sent manually.

Attend a LiveMeeting

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- Requires the LiveMeeting Client application to be installed on the workstation where the conference will be attended.
- One-Click connection via E-mailed link.
- Provides full functionality
 - Audio
 - Video
 - Application Sharing
 - Desktop Sharing
 - Conference recording.

Training Module Goals

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The intention of this training module is to provide a solid understanding on how to do the following when using the NDE LiveMeeting Online Scheduling Portal:

- Schedule a meeting
- Generate meeting invitations with email
- Start a meeting
- Join a meeting

Schedule a LiveMeeting

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LESSON 1

Schedule a LiveMeeting

Users must be logged into the Bighorn Portal in order to access the NDE LiveMeeting Online Scheduling tool.

Click the 'NDE LiveMeeting Online Scheduling Portal' image or the hyperlink.

The screenshot shows the Bighorn portal interface. At the top, there is a header with the Nevada Department of Education logo and the word "Bighorn". Below the header is a navigation bar with links: Bighorn, Assessment, AYP, Nutrition, NDE, Count Day, Validation, Bug Tracker, Files, Applications, Data Collaborative, CTE, and Teacher Data. A search bar is also present with the text "This Site: Bighorn" and an "Advanced Search" button.

On the left side, there is a sidebar with a "Lists" section containing links to "Terms & Abbreviations", "Documents", "Getting Started", "Surveys", "User Maintenance", "Change Password", and "Password Recovery". Below this is an "Assessment" section with links to "AYP", "Nutrition", and "Validation".

The main content area has a welcome message: "Welcome to the Bighorn site. The site is for data and communication between all Nevada education bodies. Please provide any feedback to NDE IT staff." Below this is a section titled "Begin Here!! Just to get started....." with links to "How do I start? What do I do to log in?", "ALERTS - What are they and how can they help me be informed!", "When I run reports, How do I.....?", "Files Tab - What does it mean to me (if I have access to it)", and "How do I post a 'Bug', or in other words, How do I let NDE know of a problem with my data?".

Below the "Begin Here!!" section is a section titled "Nevada Schools Maintenance Training" with links to "District Personnel Responsible for Managing your Districts School/District Information", "NDE Personnel Responsible for Managing the School Numbers", and "I just want to run reports and use the school information....".

Below the "Nevada Schools Maintenance Training" section is a section titled "Program Specific Training" with links to "The in and outs of COUNT DAY!", "The NUTRITION Tab, How do I.....?", "Validating my data - The VALIDATION Tab Guide", and "New KickOut Application Training".

On the right side, there is a section titled "NDE LiveMeeting" with two links. The first link is "NDE LiveMeeting Online Scheduling Portal" with a red arrow pointing to it. The second link is "NDE LiveMeeting Web Access Portal" with a red arrow pointing to it. Both links have descriptive text below them.

NDE LiveMeeting Online Scheduling Portal
The NDE LiveMeeting Online Scheduling Portal will allow authorized users to schedule conferences online. These conferences will require attendees to use the LiveMeeting client.

NDE LiveMeeting Web Access Portal
This NDE LiveMeeting Web Access Portal will allow authorized users to create 'Meet Now' ad-hoc conferences. These ad-hoc conferences are the only option available when attendees do not have the LiveMeeting client installed, are Apple/Mac users, or are attendees who do not use Internet Explorer.

Security Certificate Warning

This window will appear temporarily due to a security certificate issue that has to be resolved, until it has been resolved it is okay to do the following:

Click the 'Continue to this website (not recommended)' link in order to continue to the scheduling portal



There is a problem with this website's security certificate.

The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.



[Click here to close this webpage.](#)



[Continue to this website \(not recommended\).](#)



[More information](#)

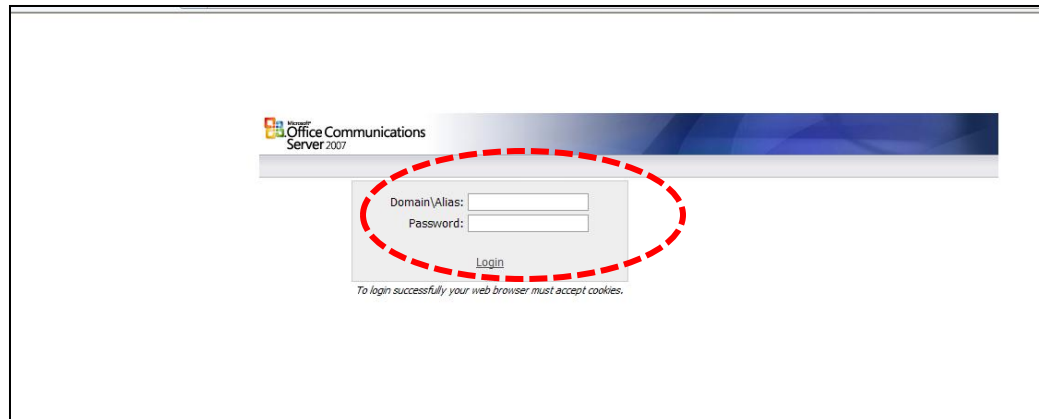
LiveMeeting Login

Enter 'Domain/Alias'

Enter User 'Password'

Click 'Login'

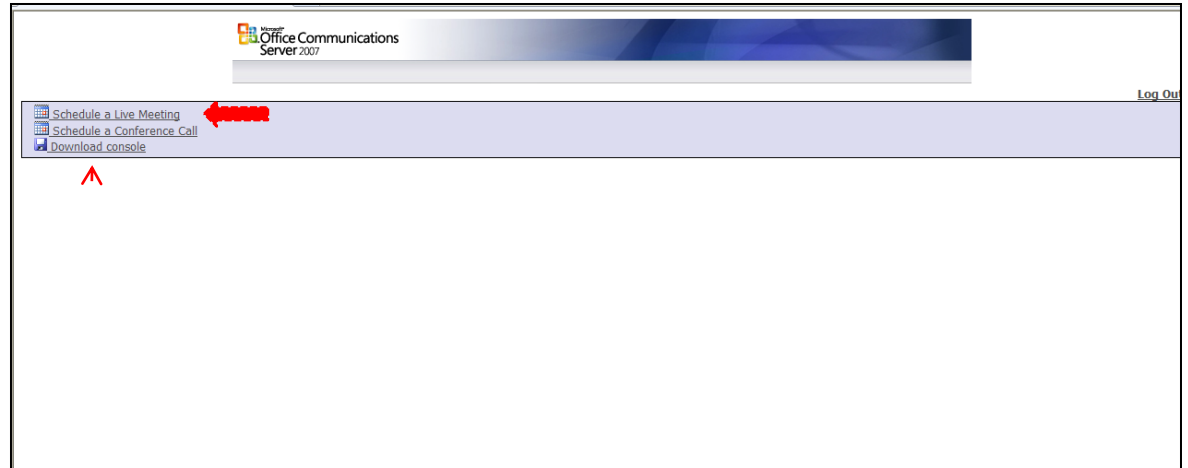
(Note: In the event a user does not have a specific Domain/Alias, please contact NDE SAIN Program Support Analyst.)



Schedule a LiveMeeting

Click the 'Schedule a LiveMeeting' link or 'Schedule a Conference Call'. (The process is the same for either selection.)

Note: This scheduling option allows a User to schedule a LiveMeeting for a future date.



LiveMeeting Client may be downloaded from the Download Console displayed above or from the links provided on the Bighorn Home page.

New Conference Form

Complete the New Conference form.

The next few slides will explain the form fields.

New Conference

Please fill out the below conference details and click the "Schedule" link to schedule the conference.

Presenter
Email
Addresses

Attendee
Email
Addresses

Meeting Type: ☒ Closed

PSTN Meeting Audio Option: ☐

☒ Use Computer Audio

☐ Use a Telephone Conference Service

Provider

Toll-free Number

Toll Number

Participant Code

Leader Code

Subject

Location

Time Zone: (GMT-08:00) Pacific Time (US & Canada)

Start Time: Tuesday, April 27, 2010 10:00 AM

End Time: Tuesday, April 27, 2010 11:00 AM

Calendar view for April 2010:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Done

New Conference Form

Enter the 'Presenter's Email Address' and click 'Check Names link'. (More than one Presenter is allowed.)

Enter the 'Attendee(s) Email Addresses' and click 'Check Names' link. (Attendees are not required to have an account on the NDE Web Access server to attend.)

Microsoft Office Communications Server 2007

New Conference

Please fill out the below conference details and click the "Schedule" link to schedule the conference.

Presenter
Email
Addresses

[Check Names](#)

Attendee
Email
Addresses

[Check Names](#)

Note: Check Names link will verify email addresses if the User has a an account on the NDE communication server.

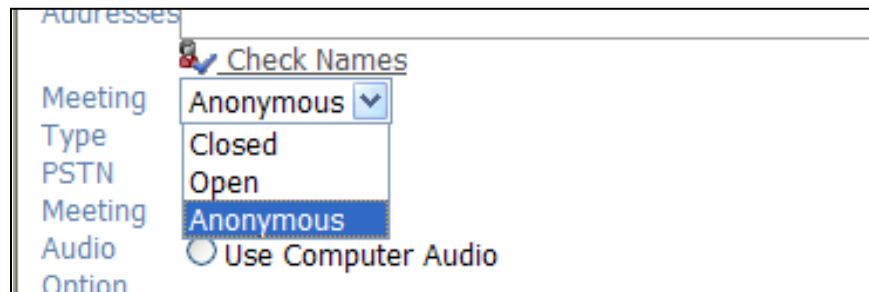
Meeting Security

Select a 'Meeting' type.

Closed- Highest level of security.

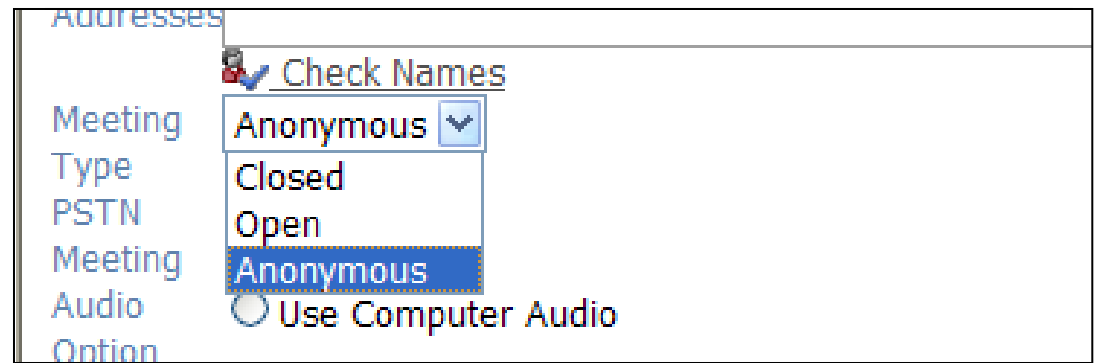
Open- second highest level security.

Anonymous- Lowest level of security.



Closed Meeting

Closed –limits access to only attendees that have an NDE LiveMeeting account and who were invited directly by the meeting organizer. Invitees with forwarded invitations will not be allowed to join the meeting.




A screenshot of a meeting configuration window. The window has a title bar with the text "Addresses". Below the title bar, there is a "Check Names" button with a small icon. The main area of the window contains a list of settings: "Meeting Type", "PSTN", "Meeting", "Audio", and "Option". The "Meeting Type" dropdown menu is open, showing three options: "Anonymous", "Closed", and "Open". The "Anonymous" option is currently selected and highlighted in blue. Below the dropdown menu, there is a radio button labeled "Use Computer Audio".

Setting	Value
Meeting Type	Anonymous
PSTN	
Meeting	
Audio	Use Computer Audio
Option	

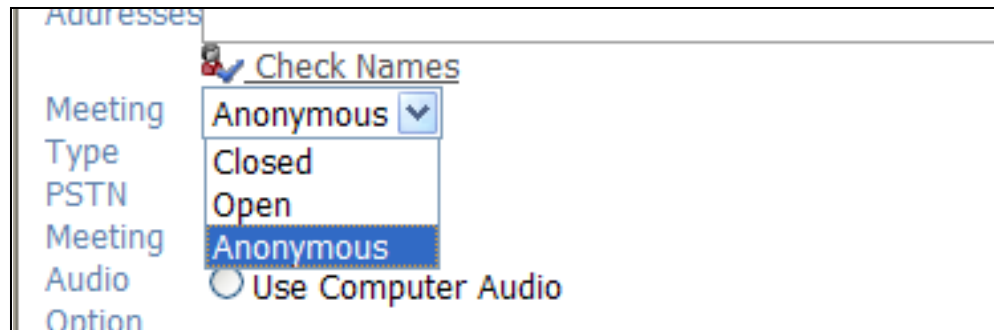
Open Meeting

Open- limits access to only those attendees with an NDE LiveMeeting account and that received a copy of the meeting invitation with the meeting link attached. Attendees may be invited directly by the meeting organizer or by an original invitees via forwarded email invitation.

Addresses	
	 Check Names
Meeting	Anonymous ▼
Type	Closed
PSTN	Open
Meeting	Anonymous
Audio	<input type="radio"/> Use Computer Audio
Option	

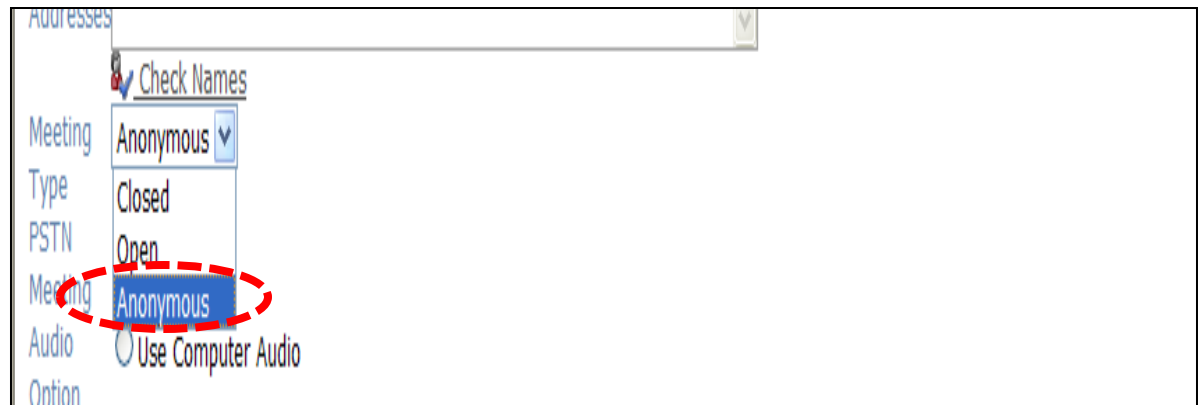
Anonymous Meeting

Anonymous-allows attendees to join meetings regardless of whether or not they have an NDE LiveMeeting account and whether or not they possess a direct invite or a forwarded invite. Anyone can join this meeting.



Meeting Security Level

In the event the participants email address's are entered manually into the Presenters or Attendees entry boxes and when the User does not have a Web Access Account, select 'Anonymous' from the drop down list.

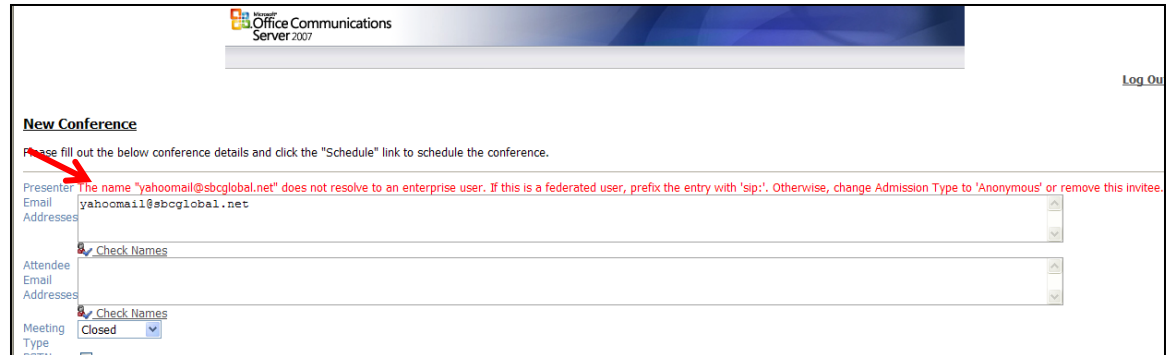


A screenshot of a meeting configuration window. The window has a title bar and a menu bar. The 'Meeting' menu is open, showing a list of options: 'Anonymous' (selected), 'Closed', 'Open', 'Anonymous' (highlighted with a red dashed circle), and 'Use Computer Audio'. The 'Anonymous' option is also highlighted with a blue background. The 'Use Computer Audio' option is preceded by a radio button. The window also shows a 'Check Names' button and a 'PSTN' label.

Meeting Type Error

Be aware that an error may occur when the Closed or Open meeting type is selected and the User does not have an account on the NDE communication server and the Check Names link is selected.

In the event this happens, change the meeting type to Anonymous.



The screenshot shows the 'Office Communications Server 2007' interface for creating a new conference. A red arrow points to an error message: 'The name "yahoo!@sbcglobal.net" does not resolve to an enterprise user. If this is a federated user, prefix the entry with "sip:". Otherwise, change Admission Type to "Anonymous" or remove this invitee.' The form includes fields for 'Presenter Email Addresses' (containing 'yahoo!@sbcglobal.net'), 'Attendee Email Addresses', and a 'Meeting Type' dropdown set to 'Closed'. There are 'Check Names' links for both the presenter and attendee lists. A 'Log Out' link is in the top right corner.

Office Communications Server 2007

Log Out

New Conference

Please fill out the below conference details and click the "Schedule" link to schedule the conference.

Presenter
Email Addresses: yahoo!@sbcglobal.net
Check Names

Attendee
Email Addresses:
Check Names

Meeting Type: Closed

Audio Option

Disregard PSTN option at this time.

Select 'Audio Option' (Use Computer Audio or Use a Telephone Conference Service.)

When 'Use a Telephone Conference Service' is selected, the fields will be enabled.

The screenshot shows a meeting configuration form. On the left, a vertical list of labels includes 'Meeting Type', 'PSTN', 'Meeting Audio Option', 'Subject *', 'Location', 'Time Zone', and 'Start'. Two red arrows point from the text 'Disregard PSTN option at this time.' to the 'PSTN' and 'Meeting Audio Option' labels. Another red arrow points from the text 'Select 'Audio Option'...' to the 'Meeting Audio Option' label. The form fields are as follows: 'Check Names' (checked), 'Closed' (dropdown), 'PSTN' (unchecked checkbox), 'Meeting Audio Option' (radio buttons for 'Use Computer Audio' (selected) and 'Use a Telephone Conference Service'), 'Provider' (text field), 'Toll-free Number' (text field), 'Toll Number' (text field), 'Participant Code' (text field), 'Leader Code' (text field), 'Subject *' (text field), 'Location' (text field), 'Time Zone' (dropdown menu showing '(GMT-08:00) Pacific Time (US & Canada)'), and 'Start' (calendar icon, date 'Monday, April 26, 2010', and time '1:00 PM' dropdown).

Audio Option

Enter the Telephone Conference Service information into the enabled fields.

The Subject field is mandatory.

Location and time zone fields are optional.

The screenshot shows a meeting configuration form. On the left, a vertical list of labels includes 'Meeting', 'Audio', 'Option', 'Subject *', 'Location', 'Time Zone', and 'Start'. The 'Audio' section is expanded, showing two radio button options: 'Use Computer Audio' (unselected) and 'Use a Telephone Conference Service' (selected). Below the selected option are five input fields labeled 'Provider', 'Toll-free Number', 'Toll Number', 'Participant Code', and 'Leader Code'. A red bracket groups these five fields. Below the audio options are three more input fields: 'Subject *', 'Location', and 'Time Zone'. The 'Time Zone' field is a dropdown menu showing '(GMT-08:00) Pacific Time (US & Canada)'. At the bottom, the 'Start' field shows a calendar icon, the date 'Monday, April 26, 2010', and a time dropdown set to '1:00 PM'.

Meeting	<input type="checkbox"/>
Audio	<input type="radio"/> Use Computer Audio
Option	<input checked="" type="radio"/> Use a Telephone Conference Service
	Provider
	Toll-free Number
	Toll Number
	Participant Code
	Leader Code
Subject *	
Location	
Time Zone	(GMT-08:00) Pacific Time (US & Canada) ▼
Start	Monday, April 26, 2010 1:00 PM ▼

Set Conference Date and Time

Select the Start Time from the drop down list and the date from the calendar.

Select End Time from the drop down list and a date from the Calendar.

Type a message into the Message box provided (optional field).

Zone
Start Time

Monday, April 26, 2010 1:00 PM

>

April 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

End Time

Monday, April 26, 2010 2:00 PM

>

April 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

> Message

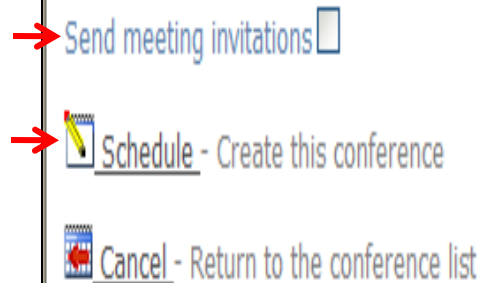
LiveMeeting Invitations

Do not select to 'Send meeting invitations'.

Click 'Schedule-Create this conference link.'

Click 'Cancel' to cancel the action and return to the conference list.

(All LiveMeeting invitations must be generated manually using the users current email system.)

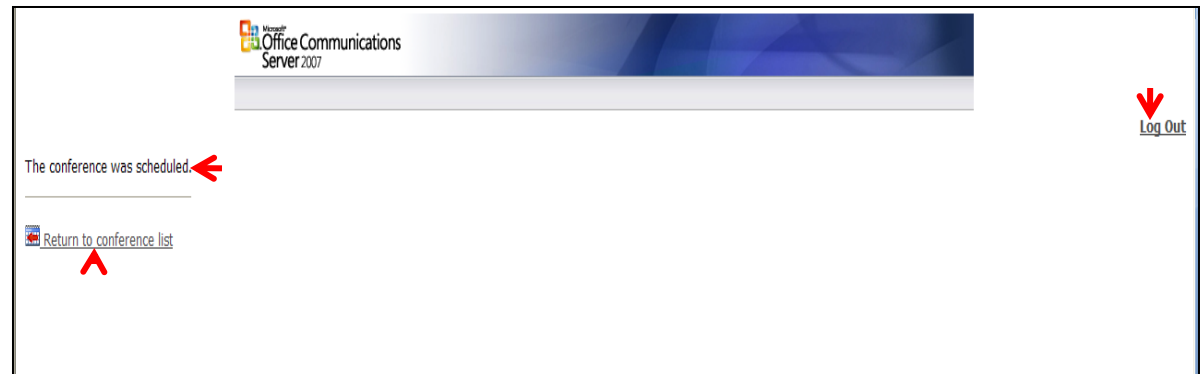


Scheduled Meeting Confirmation

Scheduled meeting confirmation will display at the top of the page, 'This conference was scheduled'.

Click 'Return to conference list' link to view the list of scheduled meetings.

Note: Click the 'Log Out' Link at anytime to exit.






Conference List

The Conference List page will list all scheduled meetings and conferences.

Click the specific scheduled meeting beneath the Admission Type. (This will be the title or subject of the meeting.)

In the following example, 'LiveMeeting' subject link will be selected.

 Schedule a Live Meeting  Schedule a Conference Call  Download console	
Admission Type	Subject
Anonymous	Meet Now: Roxanne Starbuck
Anonymous	<No Subject>
Anonymous	<No Subject>
Closed	test
Anonymous	Live Meeting

Scheduled Conference Details

The specific details of the scheduled conference will be displayed.


Organizer or Presenter may delete, edit or join the conference from this page.


Click 'Join Conference' to notify attendees by email.




Conference Details

Subject	Live Meeting
Location	
Start Time	Wednesday, April 28, 2010 9:30 AM (GMT-08:00) Pacific Time (US & Canada)
End Time	Wednesday, April 28, 2010 10:30 AM (GMT-08:00) Pacific Time (US & Canada)
Conference ID	6TRVHBFUGP3NBCFDW4SJ2ZG29W30MSL1
Conference Key	ZK25LMZY3ONG
Expires	Wednesday, May 12, 2010 10:30 AM (GMT-08:00) Pacific Time (US & Canada)
Presenters	
Attendees	
Meeting Type	Anonymous
PSTN Access	Not Enabled
Internal URI	https://cwaserver.doe.nv.gov/dialin
External URI	https://cwaserver.doe.nv.gov/dialin
Audio Option	Computer Audio
Message	

 [Delete this conference](#)

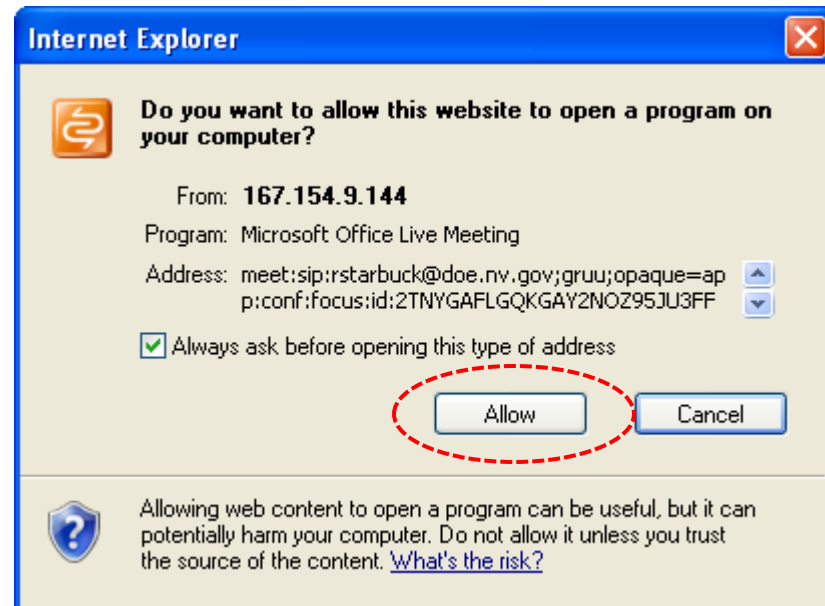
 [Edit this conference](#)

 [Join Conference](#) 

 [Return to conference list](#)

Join Conference

Click the 'Allow' button when the warning window is displayed.



Security Alert

Click 'OK' in the event the Windows Security Alert window is displayed.



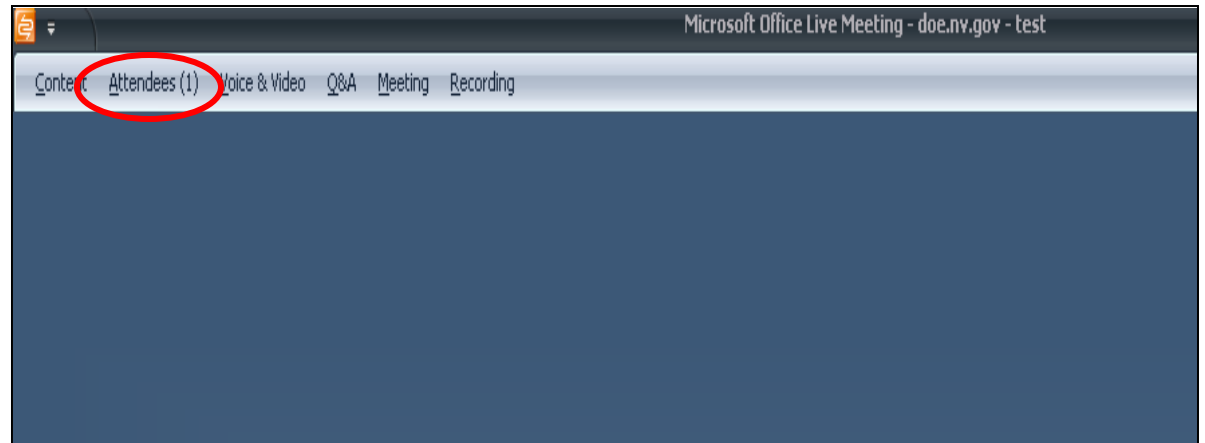
LiveMeeting Workspace

The LiveMeeting Workspace will be initiated and displayed.



Notify Attendees by Email

Click 'Attendees' on the toolbar.



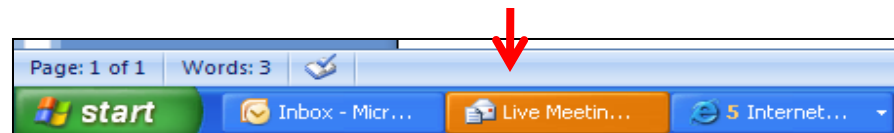
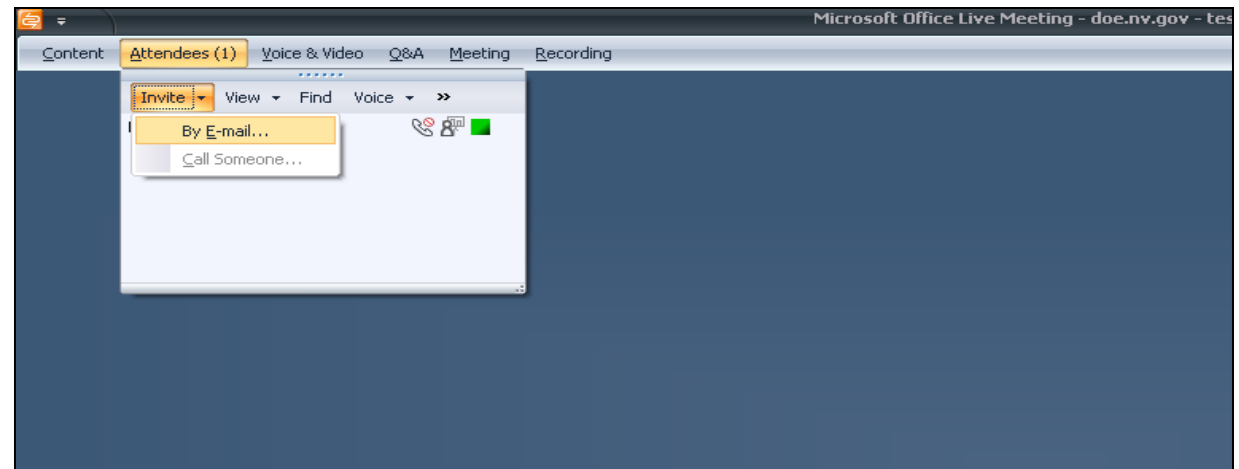
Invite By Email

Click the 'Invite' drop down list.

Select 'By Email'

Open the New Email Message.

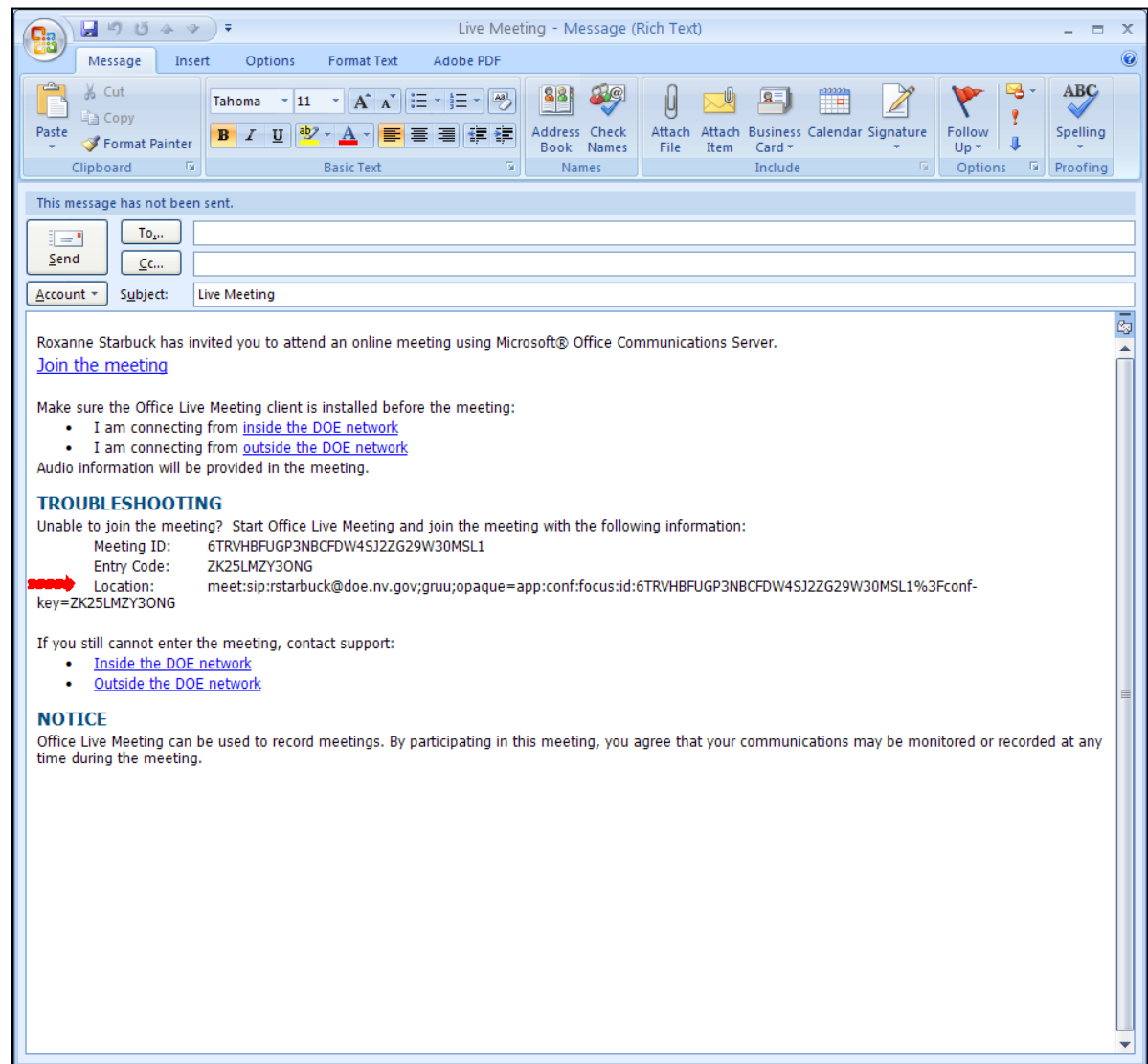
(Note: The new email message may not automatically pop up, it may be opened and added to the toolbar at the bottom of the page.)



Meeting Invitation

The email message displayed is an example of what the generated email invite looks like. This process is done in order to generate a Meeting/Location link.

Users will need to edit this message prior to sending to attendees.



Edited Meeting Invitation

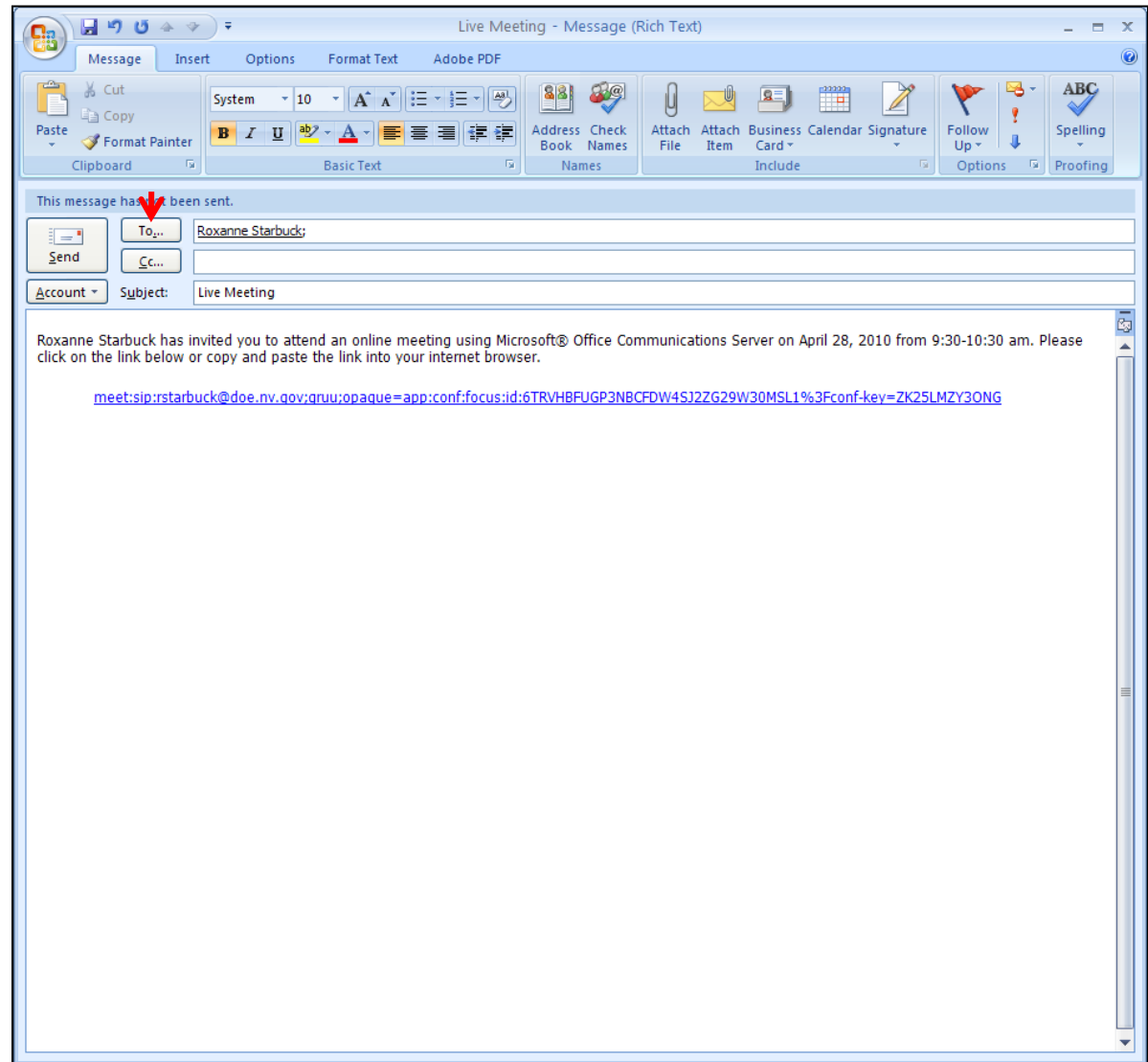
Edit the email message to include the following meeting information:

Brief Meeting Description

Date and Time

Meeting Link (which is the location from the original email message.)

Enter Attendees email addresses and click 'Send'.



Start LiveMeeting

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LESSON 2

Start LiveMeeting

Login into the Bighorn Portal.

Select 'NDE LiveMeeting Online Scheduling Portal' image or link.

The screenshot shows the Bighorn portal website. At the top, there is a header with the Nevada Department of Education logo and the word "Bighorn". Below the header is a navigation bar with links: Bighorn, Assessment, AYP, Nutrition, NDE, Count Day, Validation, Bug Tracker, Files, Applications, Data Collaborative, CTE, and Teacher Data. A search bar is also present with the text "This Site: Bighorn" and an "Advanced Search" button.

On the left side, there is a sidebar menu with the following categories and links:

- Lists
 - Terms & Abbreviations
- Documents
- Getting Started
- Surveys
- User Maintenance
 - Change Password
 - Password Recovery
- Assessment
- AYP
- Nutrition
- Validation
 - Monitor Page

The main content area features a welcome message: "Welcome to the Bighorn site. The site is for data and communication between all Nevada education bodies. Please provide any feedback to NDE IT staff."

Below the welcome message, there are three main sections:

- Begin Here!! Just to get started.....**
 - How do I start? What do I do to log in?
 - ALERTS - What are they and how can they help me be informed?
 - When I run reports, How do I.....?
 - Files Tab - What does it mean to me (if I have access to it)
 - How do I post a "Bug", or in other words, How do I let NDE know of a problem with my data?
- Nevada Schools Maintenance Training**
 - District Personnel Responsible for Managing your Districts School/District Information
 - NDE Personnel Responsible for Managing the School Numbers
 - I just want to run reports and use the school information....
- Program Specific Training**
 - The in and outs of COUNT DAY!
 - The NUTRITION Tab, How do I.....?
 - Validating my data - The VALIDATION Tab Guide
 - New KickOut Application Training
 - Pre-ID Training Module
 - Assessment Training Module

On the right side, there are two prominent links:

- NDE LiveMeeting Online Scheduling Portal** (with a calendar icon)
- NDE LiveMeeting Web Access Portal** (with an apple icon)

Below these links, there is a section titled "NDE LIVE MEETING APPLICATIONS".

Login to LiveMeeting

Log into the LiveMeeting using assigned 'Domain/Alias and Password'.

In the Event a security warning window is displayed, click 'Continue to this website (not recommended)'.




There is a problem with this website's security certificate.

The security certificate presented by this website was issued for a different website's address.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

 [Click here to close this webpage.](#)

  [Continue to this website \(not recommended\).](#)

 [More information](#)

Conference List

Locate and Click the Title/Subject of the meeting that is scheduled to start.

(The Presenter status is automatically assigned to the person that scheduled the meeting.)

‘LiveMeeting’ will be used in the following example.

Schedule a Live Meeting Schedule a Conference Call Download console	
Admission Type	Subject
Anonymous	test
Anonymous	<No Subject>
Anonymous	Meet Now: Roxanne Starbuck
Anonymous	<No Subject>
Anonymous	<No Subject>
Anonymous	<No Subject>
Closed	roxanne starbuck
Anonymous	Live Meeting
Anonymous	<No Subject>

Conference Details

Select 'Join Conference' located at the bottom of the Conference Details page.

Conference Details

Subject Live Meeting

Location

Start Time Wednesday, April 28, 2010 9:30 AM (GMT-08:00) Pacific Time (US & Canada)

End Time Wednesday, April 28, 2010 10:30 AM (GMT-08:00) Pacific Time (US & Canada)

Conference ID 6TRVH8FUGP3N8CFDW4SJ2ZG29W30MSL1

Conference Key ZK25LMZY3ONG

Expires Wednesday, May 12, 2010 10:30 AM (GMT-08:00) Pacific Time (US & Canada)

Presenters

Attendees

Meeting Type Anonymous


PSTN Access Not Enabled

Internal URI <https://cwaserver.doe.nv.gov/dialin>

External URI <https://cwaserver.doe.nv.gov/dialin>


Audio Option Computer Audio

Message

 [Delete this conference](#)

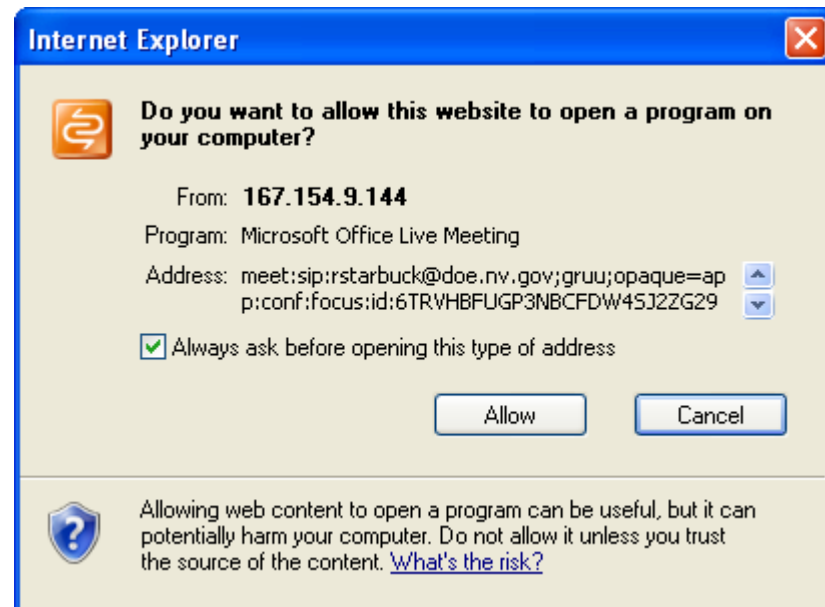
 [Edit this conference](#)

 [Join Conference](#) 

 [Return to conference list](#)

Start Meeting

Click 'Allow' when the window warning is displayed.



Start Meeting

The LiveMeeting workspace will be displayed.

Click OK in the event the Windows Security Alert window is displayed.

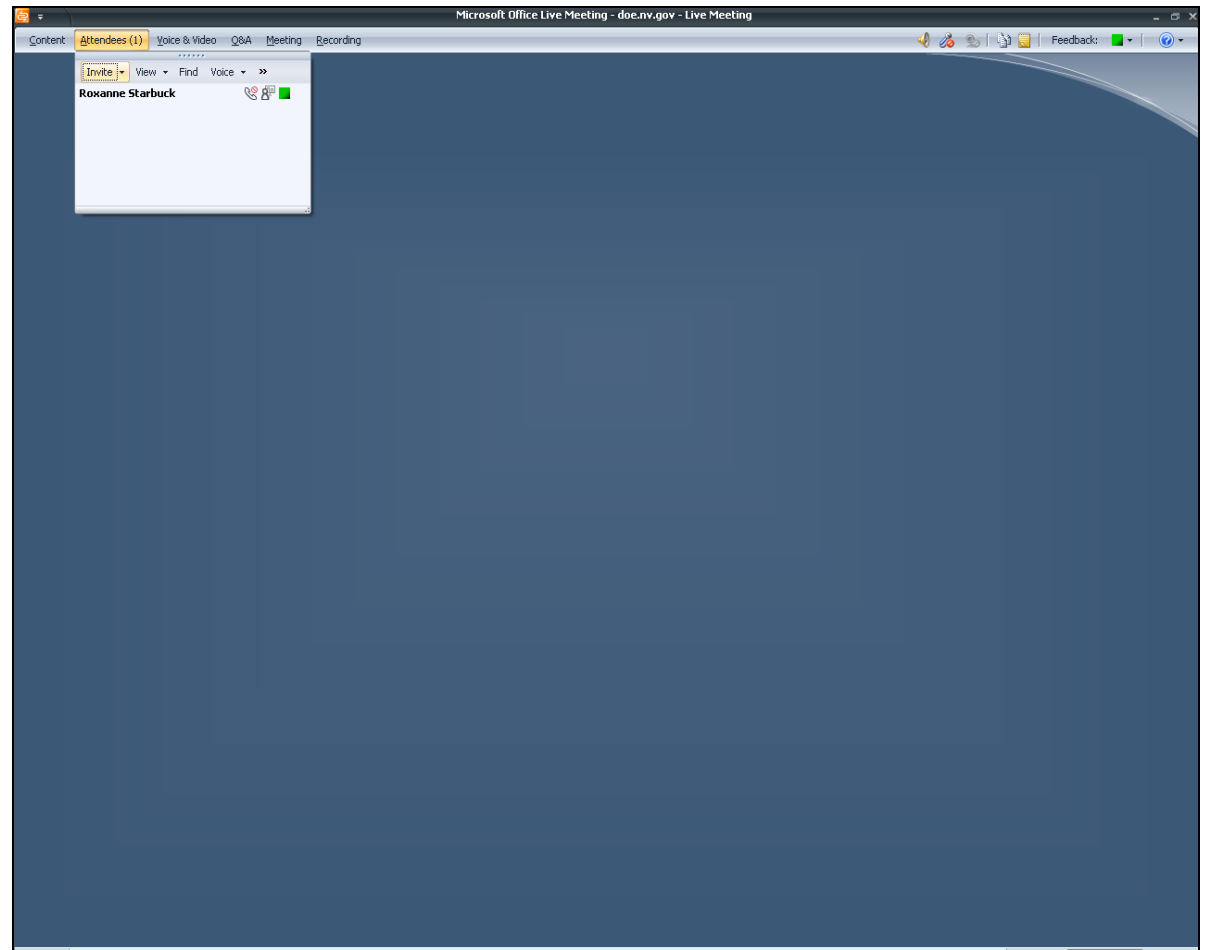


Start Meeting

Click 'Attendees' from the top tool bar.

All Attendees will be listed here.

Begin meeting when ready.

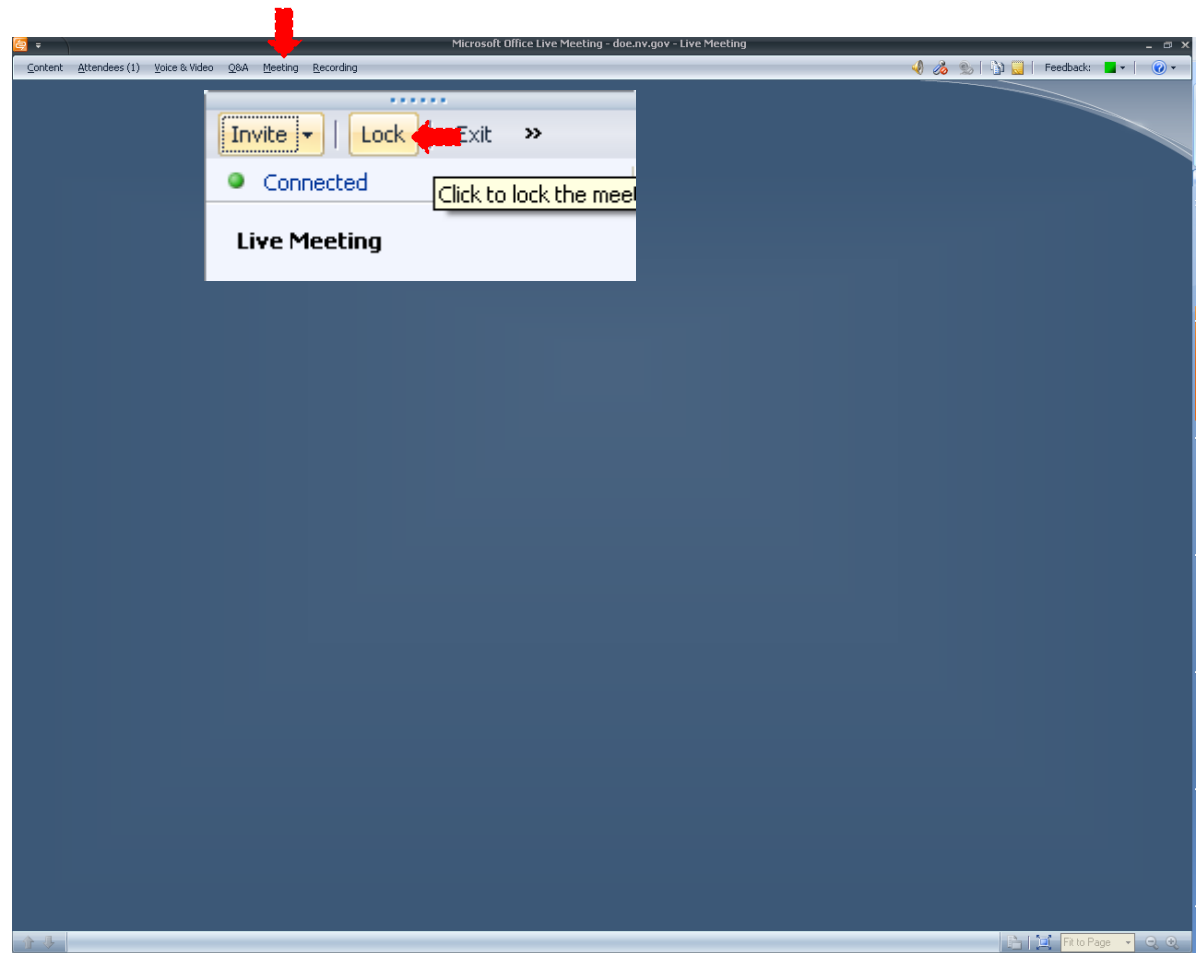


Lock Meeting

The Presenter may lock the meeting once all attendees have joined the meeting and no other attendees are expected.

Click the 'Meeting' link

Click the 'Lock' link



Join LiveMeeting

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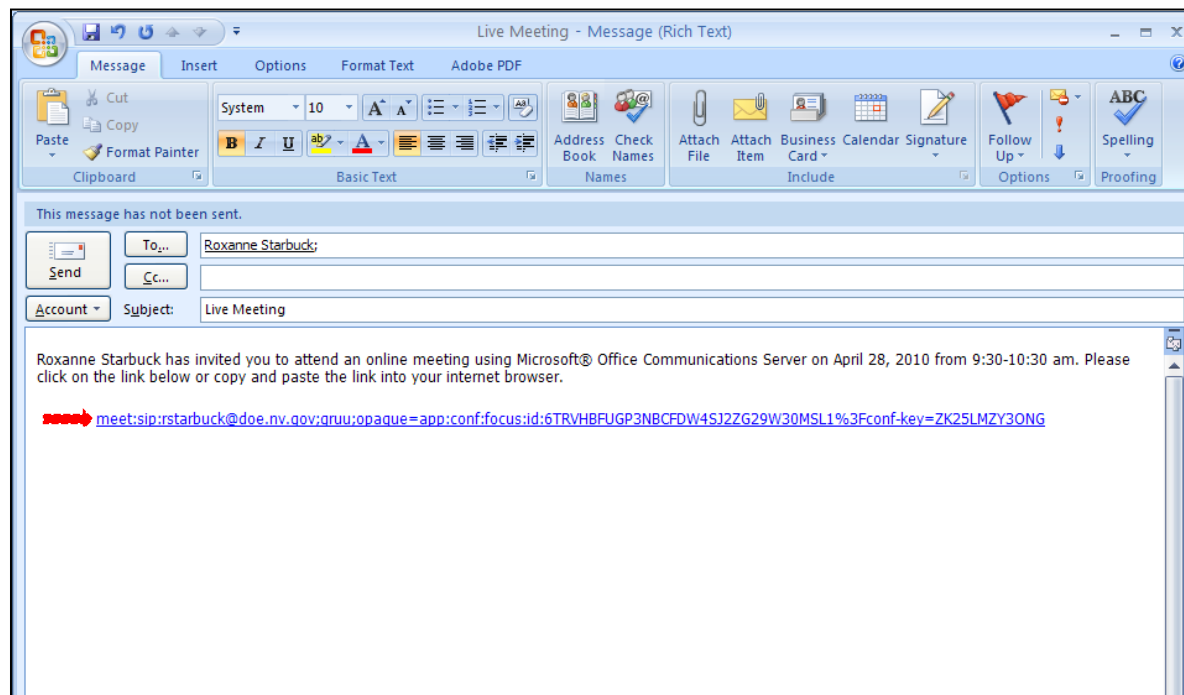
LESSON 3

Join Meeting

Open the Meeting Invitation email.

User may enter the meeting one of two ways:

Click the link provided in the Meeting Invitation email or copy and paste the link into the internet web browser.

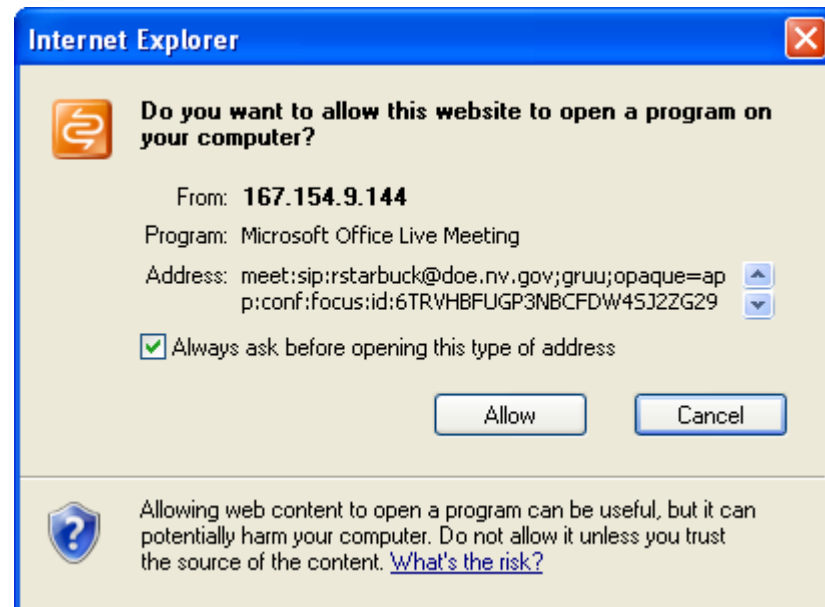


Note: this system does not utilize the HTTP:// URL common to web browsers. Copy and past the meeting link as displayed.

Join Meeting

Depending on the attendees security settings, a warning window may be displayed.

Select the 'Allow' button.



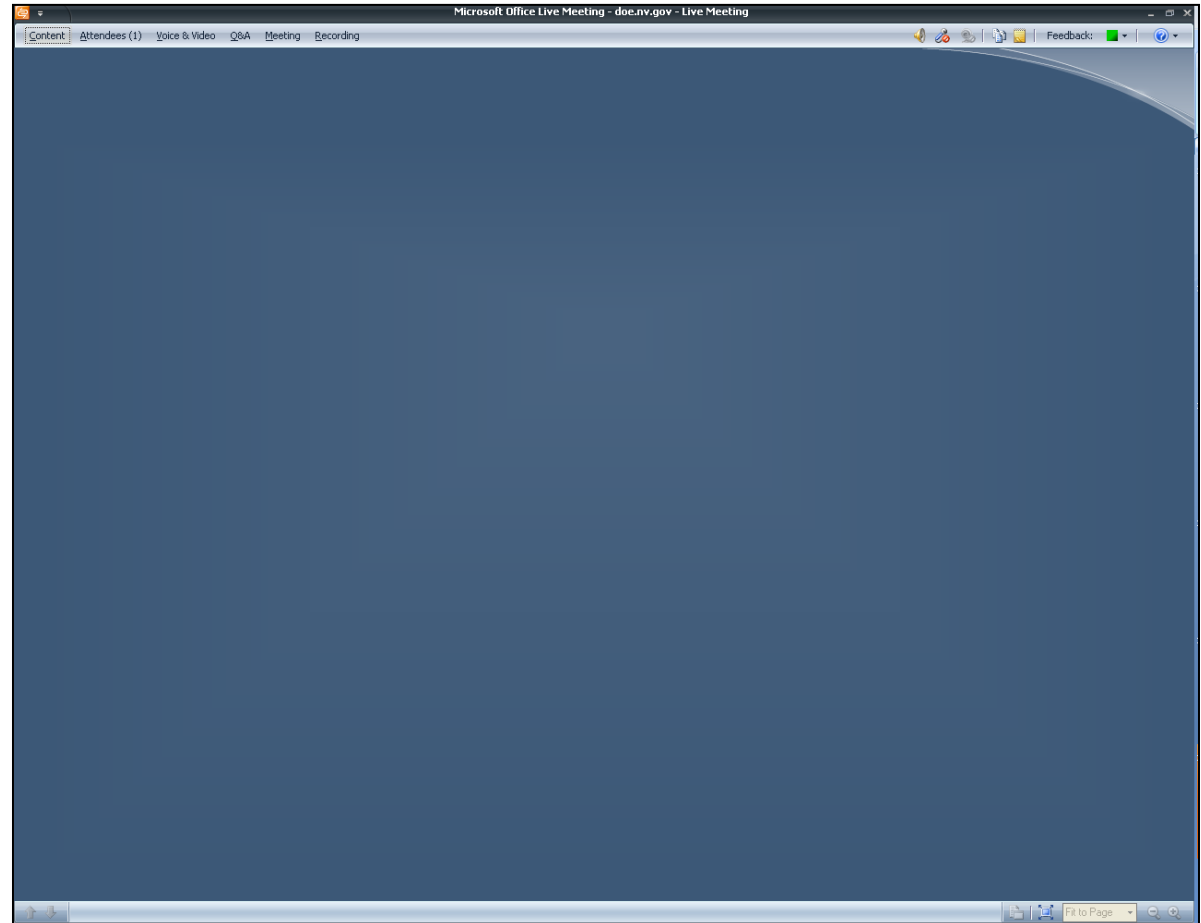
Join Meeting

LiveMeeting Client will be initiated and the meeting conference session will open.

Audio Communication:

Use Conference Call Service number provided by the presenter.

Headphones with a microphone and webcam may be also used.



LiveMeeting Functionality

To learn more about LiveMeeting functionality, please view the LiveMeeting Functionality training module.

